## eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
June 19, 2003

**Opening**:
A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 6/19/2003 in Richmond.

**Present**:

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| Debbie Adams, UVA, DMV (phone) | Cheryl Kimball, DOLI/DCR (phone) |
| Mary Baker, DMME (phone) | Andy Kmett, VCE |
| Regina Baxter, DMHMRSAS (phone) | Marion Lancaster, DGS |
| Jan Bond, DGS/DPS | Joy Lazarus, DMHMRSAS (phone) |
| Richard Brough, DSS | Parvin Mirshahi, DGS |
| Chris Childress, DOLI (phone) | Don Rainey, DGS/DPS |
| Denise Crittenden, CNU | Jim Roberts, DMHMRSAS (phone) |
| Jan Fatouros, DGS | Rena Roszell, DMAS |
| Suzie Gleason, DPS | Steve Rusch (phone) |
| Dwight Gordon, CNU | Ellie Withers, UVA (phone) |
| Maria Hatcher, DGS | |

**A.     Approval of Agenda**

1. Policy Update (Jan Bond)
2. Fiscal Year 04 Fee Billing (Jan Fatouros)
3. Interface Survey (Jan Fatouros)
4. Integration (Jan Fatouros)
5. Holding Tank (Marion Lancaster)
6. Fisher Orders (Marion Lancaster)
7. Vendor 030 Report (Marion Lancaster)
8. AMS Data Center Move (Marion Lancaster)

**B.     Approval of Minutes**
Previous meeting minutes not reviewed.

**C.     Issues**

**Open Issues**

**Closed Issues**
No items closed at this session.

**D.     New Business**

1.     Policy Update

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Jan Bond reported that the policy committee has been meeting on a daily basis. The committee is working on a draft of the PIM scheduled to be released on July 1$^{st}$. Once the draft is finalized and approved, it will be posted on the eVA website and sent out via email to the interface group.

2. Fiscal Year 04 Fee Billing
   - Jan Fatouros reported that the fee billing is still under review. Guidance and more specific information on how the fees will be assessed based on order type will be sent out as a separate document from Ron Bell's office.
   - Jan Fatouros reported she had no information on the final disposition of the document. Further questions should be directed to Ron Bell.

3. eVA Interface Survey
   - Jan Fatouros reported that twenty-six agencies responded. Jan emailed a document titled "eVa Interface Survey" to the interface group describing the order of priority and the ranking process. Below is a summary of the ranking process in the order of priority:
     1. Vendor Registration Data Export (New vs. Modified)
     2. Purchase Transaction Summary Report
     3. Solicitation Bids/Responses Export
     4. eMall Shopping Results Export
     5. Vendor Performance Data Export
     6. Contract Catalogs (Low # of agencies requested, but high on their priority list)
     7. Invoice Import/Export

   Please see the document "eVA Interface Survey" for a complete list of other interfaces requested by the responding agencies.

   Jan will talk with Bob Sievert to see if/how contract catalogs (not including punch-out data) can be provided to agencies. Debbie Adams suggested that the .CIF file be posted or provided to agencies.

4. Integration
   - Jan Fatouros is recruiting volunteers for a workgroup to work on the same day 'export of order data' integration. The eVA team requested ODU (SCT Universities Rep), DRS, DGS, VCCS participation in the design group. If anyone else wants to volunteer please contact her. The eVA team needs Oracle Financials representative. This group would be assigned to do a feasibility (conceptual and design) of the same day export of data (must be message based and transaction by transaction). Anyone that can offer technical assistance with web services and/or message broker please contact Jan.
   - Andy Kmett suggested that the functionality should be exposed to web services – this would eliminate the need to have a message broker.

5. Holding Tank
   - Marion Lancaster reported that COVA and AMS are researching ways to load the holding tank data directly into the eVA data warehouse. AMS is researching how the data in the DGS holding database can be loaded directly into the eVA data warehouse without going through the eMall. The plan is to house the holding database at AMS, instead of DGS, and then AMS will load the data directly into the data warehouse. Richard Carr at AMS is documenting the details.
   - DGS needs to review our existing eVA reports to determine if they need to be modified.

6. Fisher Orders
   - Marion reported that Fisher among other punch-out vendors are dismayed about getting import orders, because the import orders do not have enough information for orders to be loaded directly into their automated order system.
   - One of the critical items is the supplier part number. Also, the price must match their price on their punch-out site for the agency. It's recommended that you go to their punch-out site to verify the price.

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- Sometimes quoted price is not the same as the punch-out price for the agency. This is another reason that orders fail to load into their automated system. Fisher recognizes that this is a deficiency on their part and would like to partner with COVA to come up with a solution to identify a way to send information on 'quote' price. DGS suggested that a requisition header field (COLUMN #430) be used to send 'quote' price, but the interface group would like for DGS to research the possibility of using a field on the requisition line versus the suggested field on the requisition header.
- The supplier must have the valid eVA Bill/Ship to address for an agency loaded in their order system. Our addresses need to be cross-reference with their addresses. COVA will work out a process to identify and send them our agencies eVA Bill/Ship addresses one time. Thereafter, a procedure must be in place to notify suppliers when addresses are added, deleted or modified.
- Currently AMS does not maintain in their eVA Bill/Ship to address records the date record was created or modified. COVA has requested that AMS start providing and maintain this information.
- Richard Brough from DSS requested that a list of punch-out vendors be provided to the interface agencies. DGS will supply this list.

7. Vendor 030 Report
- Marion discussed the timing of the two versions of the vendor 030 report on the 'Technical' page and the Java Client version.

    o VA_PROD_030_v2.csv - This version of the 030 report shows all vendors registered in eVA and have been moved to Ariba as of 5:00 a.m. of the current date.

    o eVA_PROD_030_v2.rpt - This version of the 030 report shows all vendors that are registered in Advantage (real time), whether or not the vendor information has been loaded in Ariba.

    o Java Client vendor 030 report - This version of the 030 report shows all vendors that are registered in eVA and have been moved to Ariba as of 1:00 a.m. of the current date. This version comes from the Ariba supplier staging database. This is the database used to validate import order vendors.

- Marion reported that Parvin is working on a new version of the report. This version will be parameterized based on the last modified date. This version will allow agencies to download vendors that have been modified starting with the specified date.
- Suzie Gleason reported that if you have a priority vendor (i.e. vendor with award) that needs to be registered quickly, to please contact the DPS Supplier Adoption customer care via email eva-customer-care@dgs.state.va.us. Customer care will bring the vendor to the top of their list for review.
- Mary Baker, DMME, requested that the .csv version of the 030 report be posted on the buyer's eVA report page. Parvin will publish the report to this page. Mary asked if there's still a big push to register big vendors (i.e. Microsoft for maintenance) in eVA. Suzie's reply is that she believes DIT is working on Microsoft and other software vendors. Suzie asked agencies to contact the DPS Supplier Adoption team for assistance with registration of suppliers. Again the email address is eva-customer-care@dgs.state.va.us. Please include in your email the buyer contact name and phone number, sales volume with the supplier. If the supplier has multiple locations, the buyer should contact supplier adoption to assist them with multiple location registration. If agencies are willing to coordinate a location with PCs the supplier adoption team will assist the agency in conducting a vendor registration clinic.
- Dwight Gordon, CNU, inquired if there's a report to identify in-state and out-of-state vendors. DGS can provide vendors registered with headquarters in Virginia, but there's no guarantee that the vendor is incorporated or licensed in Virginia.

8. AMS Data Center Move
- Marion reported that AMS is moving their eVA production data center from Long Island, NY to Sterling, VA on the weekend of July the 4th. AMS has created an environment in Sterling that will become production when this move occurs. DGS is currently testing this

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environment.  On the weekend of July the 4<sup>th</sup>, the production data will be moved from Long Island to Sterling.  eVA production will be down and unavailable from Thursday afternoon at 3:00 PM (July 3<sup>rd</sup> ) until Monday morning, July 7<sup>th</sup> in order to prepare for this move.  Interface batches will be accepted until 3:00 PM – The center will begin move activities once all interface orders have been processed.

- The eVA UAT and Training environments will also be moving to Sterling at a later date.  The move is scheduled for July 17 – 28.  AMS will physical shutdown the servers, put them on trucks and transport them from Long Island to Sterling.  These environments will **NOT** be available during this time.   For agencies that are testing their import interface, it means the test environment will not be available.

The next **monthly** interface meeting will be held on <u>Thursday, July 17, 2003 </u>at DGS in the ISS 9<sup>th</sup> floor conference room from 10:00 a.m. to 12:00 p.m.  Please be prepared to give your agency's status on the import interface effort and problems if any.

**Open Action Items**

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

   *05/29/2003 DGS is not planning on giving agencies access to the DGS Holding    database. DGS is actively working with AMS on the design to load "holding tank" data        into the eVA data warehouse. Agencies will then be able to access that information        through the normal data warehouse reporting process.*

**Closed Action Items**

No actions items closed at this session.

Prepared by Maria Hatcher

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